

Recommend 10 or 12 Pt,
Courier, Arial, or Times
New Roman Font.

SAMPLE RESUME
(NOTE: LIMIT TO 3 PAGES)

Social Security Number on
the same line as your name.



SSN: 123456789

IMA A. SAMPLE
123 Main Street
Any Town, USA 12345

Work DSN: 879-xxxx
Comm Work: 520-555-xxxx
Home: 520-555-xxxx

isample@location.gov

E-mail address

List your job related skills first (optional).

SKILLS - (Optional)

Systems Analysis, Software Testing, Software Design, Database Administration, Database Design, Novell LAN certified, MS Office 95, Customer Service, Programming languages: COBOL, FORTRAN, C++.

WORK EXPERIENCE

- ▶ January 1994 to Present. 40 hours per week. Computer Specialist, GS-334-12, The Joint Staff, The Pentagon, Room 4B207, Washington, DC 20301, Colonel Mary Smith, (703) 555-6731. I analyzed system requirements, prepared work plans, conducted design reviews, performed validation testing, drafted documentation and installed software systems. I designed and directed development of a Future Year Defense Program information system and supervised the maintenance of the supporting mainframe DB2 database.
- ▶ September 1989 to December 1993. 40 hours per week. Computer Specialist, GS-334-9/11. (Promoted to GS-334-11, September 1990), The Joint Staff, The Pentagon, Room 2C100, Washington, DC 20301, Captain Robert Jones, (703) 555-4321. I assisted with project improvement of software development procedures and design. I developed implementation procedures for Software Engineering Improvement requirements. I also maintained databases and processed output requests including files, reports, and graphics.

Start and End Dates (Month and Year), Hours Worked Per Week
Position Title
Pay Plan, Series, Grade (Federal positions)
Account for Different Grade Levels and Include Month and Year Held
Employer's Name and Complete Address
Supervisor's Name and Phone Number
Major Tasks

NOTE: For best results, do not fold or staple your resume. Do not underline or bold the text. Avoid slash lines to separate words.

Use one inch
margins on all
four sides.



Continue your resume on pages 2 and 3 as needed.

July 1985 to August 1989. 40 hours per week. Computer Programmer, GS-334-7, Army Data Service Center, The Pentagon, Room 1E300, Washington, DC 20301, Major Jane Doe, (703) 555-1234. Programmed in COBOL and FORTRAN to support Army budget and cost accounting functions.

EDUCATION

BS, 1985, Computer Science, GPA 3.5, George Washington University, 111 Washington Street, Anytown, USA 11111,
Masters in Business Administration, 1987, GPA 4.0, George Mason University, Mason Street, Anytown, USA 22222

Highest level of education, year graduated, and grade point average. If applicable, type of degree, name and address of college or university, major field of study, and number of semester or quarter hours completed.
Note: Transcripts are required for education credit when applying for any professional position and when substituting education for experience. Transcripts must be mailed to the WCPOC at the address on page 6 of this kit before credit for college education can be given.

TRAINING — **Optional**

List any training courses that you have completed and consider valuable and relevant to your career goals. Include dates and length of training. (DO NOT SEND COPIES OF CERTIFICATES.)

AWARDS — **Optional**

List any achievements you would like to mention that are relevant to your career goals. (Include performance awards).

LICENSES/CERTIFICATES

List professional licenses, registrations, and certificates and date certified. Include the state if applicable. Include all certification levels attained.

OTHER INFORMATION — **Optional**

List any other information (e.g., language proficiencies, performance rating, operator licenses, commercial pilot certificate/flight hours, associations, etc.).

Candidates interested in Aircraft Operations Series, GS-2181, must submit a copy of their Federal Aviation Administration (FAA) pilot certificates and/or appropriate military ratings, meeting the applicable flight hour requirements. Certificates and/or flight hours must be submitted to the WCPOC, before any experience can be credited.

IMA A. SAMPLE

SSN: 123456789

Repeat your name and SSN
at the end of your resume.

Be truthful! Falsification of your resume could result in termination of Federal employment, and may be punishable by fine or imprisonment. Upon selection, you will be required to sign a statement that all application materials are true, correct, complete, and made in good faith.

WCPOC SUPPLEMENTAL DATA SHEET

Answer the following supplemental data by restating or paraphrasing each question and providing your responses. Submit on a separate sheet of paper. Your Supplemental Data Sheet must accompany your resume. Your resume cannot be processed without the supplemental data.

1. Name and SSN.
2. U.S. Citizen? (Yes/No).
3. Employment category. (Select from Pages 8-10, e.g., Inservice, VRA, Non-Status).
4. Veterans' Preference (External Applicants). (Select from Pages 11-12, e.g., 10 point disability).
5. Current Federal Civilian Pay Plan, Series & Grade, and Months held.
6. Current permanent Federal civilian employee? (Yes/No).
7. Period of Military Service. (MM/DD/YY to MM/DD/YY). If current active duty military, list your expected separation date.
8. Retired Military? (Yes/No). If yes, include rank/date of retirement.
9. Lowest acceptable grade you will accept? Please indicate a pay plan and grade only, i.e. GS-06, WG-06, not a salary amount.
10. Willing to accept temporary employment: 1-6 months? (Yes/No); 7-12 months? (Yes/No).
11. Willing to accept part-time employment? (Yes/No).
12. Willing to accept intermittent employment? (Yes/No).
13. Willing to perform shift work? (Yes/No).
14. Highest civilian permanent pay plan/grade/months held.
15. Words per minute you can type.
16. Words per minute you can take dictation.
17. Federal appointment/position you hold today. (e.g., Permanent, Temp, Term, CIPMS Excepted Appointment, VRA, NAF, or, Not Applicable).
18. Currently on Leave Without Pay? (Yes/No). If yes, expiration date.
19. Geographical availability. List location(s) from the WCPOC Geographic Location List on Pages 13-14.
20. List occupational series of position(s) for which you wish to be considered. Refer to WCPOC's Occupational Series List on Pages 15-58
21. Indicate your eligibility for any of the following priority consideration programs. If not applicable, enter "not applicable."
 - a. Repromotion Eligible -Permanent civilian Federal employee entitled to priority consideration as a result of an involuntary change to lower grade.
 - b. Re-employment Priority List (RPL) -Former permanent civilian Federal employee involuntarily Separated within the last two years.
 - c. Interagency Career Transition Assistance Program (ICTAP) -Current or former civilian Federal employee entitled to priority consideration based on displacement from their position by RIF from any activity outside of Department of Defense (DOD); or eligible as a result of termination of disability annuity. Eligibility continues for up to one year after separation. DOD employees are not eligible for ICTAP.
 - d. Restoration of a separated employee that has recovered from compensable injury - Eligibility must meet following conditions: Full recovery occurs after one year from the date eligibility for compensation began and application is within 30 days of the cessation of compensation.
22. Have you received a Separation Incentive? (Yes/No). Indicate military or civilian and include date.
23. If current Federal employee, include last performance rating and date.
24. Willing to travel? Select one: No travel; Less than 25%; More than 25%.
25. What is the lowest acceptable grade you will accept if the position to be offered has promotion potential. Please indicate pay plan and grade only, i.e. GS-06, WG-06, not a salary amount.
26. Are you willing to accept a Term appointment? A term appointment is for longer than one year but less than four years. For current permanent Federal employees only, accepting a term appointment constitutes a change in appointment status. Employee does not automatically return to previous position.
27. For current permanent Federal employees only, are you willing to accept a competitive term promotion? A term promotion is for longer than one year but less than four years. Employee returns to their permanent position at the end of the term promotion.
28. For current permanent Federal employees only, are you willing to accept a competitive temporary promotion? A temporary promotion is for one year or less, and may be extended for an additional year. Employee returns to permanent position at the end of the temporary promotion.
29. For current permanent Federal employees only, are you willing to accept a competitive detail?. A detail to higher grade does not involve setting pay at the higher grade. Employee returns to their permanent position at the end of the detail.
30. Birthdate. (MM/DD/YY).
31. Race/Origin Designation. (Optional-Select alphabetical code from the following table).
 - A. American Indian or Alaskan Native
 - B. Asian or Pacific Islander
 - C. Black
 - D. Hispanic
 - E. White
32. Indicate Male or Female..

HOW TO SUBMIT YOUR RESUME

Applicants are encouraged to submit their resume via e-mail. Processing time is greatly reduced and results in a better automated resume.
Step 1. Place the word RESUME in the subject line of the e-mail. Please do not include any other information in the subject line.
Step 2. Prepare resume and supplemental data sheet in a word processor. Copy and paste into the body of the e-mail. DO NOT send it as an attachment.

Step 3. E-mail your resume and supplemental data sheet to: resumix@cpocwcp.hua.army.mil

If you do not have access to e-mail, you may mail your resume and supplemental data sheet via the US Postal System to:

Department of the Army
West Civilian Personnel Operations Center (WCPOC)
BLDG 61801, P. O. Box 12926
Fort Huachuca, AZ 85670-2926

All transcripts must be mailed through the US Postal System to the above address.
DO NOT FOLD, BEND, STAPLE, TAPE OR MUTILATE THESE REQUIRED DOCUMENTS